The meeting was called to order at 12:40pm in FAH 100

Present: Anna Novakov, chair
Roy Allen, member
David Bird, Senate Liaison
Marie Pagliarini, member
Gregory Smith, member

Guests:
Sue Hooks
Laurie Klizos
Julia Odom
Frances Sweeney

1. The committee approved the January 26th minutes with a correction to the spelling of Marie Pagliarini’s name.

2. The AARC elected Gregory Smith as the 2011-2012 committee chair.

3. The AARC would like to present materials at the May 12th Faculty Senate meeting.

4. The committee agreed to send the AARC final report, written by Ed Tywoniak on November 10, 2010, to the Faculty Senate.

5. The committee discussed with Julia Odom, Frances Sweeney, Sue Hooks and Laurie Klizos the status of students attending classes without registration. To resolve this issue, the committee approved the following addition to the General Catalog:

   The following information regarding the registration policy should go on page 35 (current catalog). It can also be added as an additional paragraph under the THE DROP-ADD PERIOD of the General Catalog.

   Students who have not registered in a course by the end of the add/drop period are ineligible to be enrolled or to participate in the course in any way. This includes attending, completing assignments, taking exams or receiving credit for the course at a later time.

6. The committee began approving the language for the Faculty Undergraduate Advising Committee Proposal. This proposal was commented upon by Dean Steve Woolpert. The final version of the proposal was approved and submitted to the Faculty Senate for review at their May Meeting. The text of the proposal reads as follows:
PROPOSAL TO CREATE A FACULTY UNDERGRADUATE ADVISING COMMITTEE

1.7.4.13 Faculty Undergraduate Academic Advising Committee

Role
The faculty undergraduate advising committee will serve as an advisory committee to the Academic Senate, Dean of Academic Advising and Achievement, and the Vice Provost of Undergraduate Academic Affairs on all matters affecting the faculty role in academic advising for traditional undergraduate students. The Faculty Undergraduate Academic Advising Committee will:

a. recommend faculty undergraduate advising goals, standards of good practice for faculty advising, student outcomes for faculty advising, faculty advising policies, role expectations for faculty advisors, appropriate faculty advising workloads, and criteria for consideration of academic advising in rank and tenure reviews.

b. establish appropriate assessment measures and criteria for undergraduate faculty academic advising programs and activities, and on a regularly scheduled basis, undertake the assessment of faculty advising goals, programs, standards, student outcome achievement, and faculty advisor effectiveness. Assessment should continually inform and guide effectiveness, future goals, practices, and program development.

c. Advise the Director of Faculty Development and the Dean of Academic Advising and Achievement on the creation and implementation of faculty development programs for academic advising, including appropriate resources to support advising practices (e.g., technology, handbooks, advising research funding, etc.)

d. collaborate with the Core Curriculum Committee to facilitate effective faculty advising for undergraduate general education requirements

e. designate one or two of its voting faculty members to serve on each Academic Probation Review Board to represent the faculty advising perspective, and general faculty perspective, during the consideration and deliberation of student appeals to academic disqualification

f. provide an annual report on the status of faculty academic advising to the Academic Senate and the VP for undergraduate academics.

Membership
The committee is composed of six voting members and four ex-officio members. The 4 elected voting members serve for three-year terms, and their terms are staggered to assure new and experienced members serve each year. The 4 elected members must satisfy the Qualifications for Election (see section 1.6.1.1.4). Voting members are:

- three ranked faculty. One elected from each of the undergraduate schools: SEBA, SOLA, and SOS
- one ranked faculty member, elected at large
Nonvoting ex-officio members are:

- Dean of Academic Advising and Achievement
- One academic dean from one of the three undergraduate schools, appointed by the Vice Provost of Undergraduate Academic Affairs
- The Registrar or designee
- Chair of the Core Curriculum Committee or designee

The chairperson of the committee has the authority to invite other members of the Saint Mary’s faculty, staff or students to participate in Committee deliberations, subcommittees, or other Committee assignments as needed.

Meetings
The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as appropriate.

7. Chair Anna Novakov distributed new AARC business, for the 2011-2012 committee members, from Jim Sauerberg, representing the Core Curriculum Implementation Committee.

The meeting was adjourned at 2:30pm.